



## V-3DAS Wiki

[http://wiki.oergrowers.gr/index.php/Greek\\_V-3DAS\\_Training:\\_Set\\_up\\_your\\_Own\\_Agriculture\\_Business](http://wiki.oergrowers.gr/index.php/Greek_V-3DAS_Training:_Set_up_your_Own_Agriculture_Business)

*How to Edit a Wiki page*

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## Intro

The V-3DAS Wiki page has been developed in the context of the V-3DAS project, a two year project funded by the European Commission that aims at updating farmers' professional profiles with transversal and entrepreneurial competences, through a focus on language and ICT skills.

The V-3DAS Wiki was developed to support professionals in developing their agribusiness ideas by providing an open collaborative platform. The V-3DAS Wiki is powered by MediaWiki and is currently hosted at:

[http://wiki.oergrowers.gr/index.php/Greek\\_V-3DAS\\_Training:\\_Set\\_up\\_your\\_Own\\_Agriculture\\_Business](http://wiki.oergrowers.gr/index.php/Greek_V-3DAS_Training:_Set_up_your_Own_Agriculture_Business).

## Log in/ Create account

In order to start editing, go to:

[http://wiki.oergrowers.gr/index.php/Greek\\_V-3DAS\\_Training:\\_Set\\_up\\_your\\_Own\\_Agriculture\\_Business](http://wiki.oergrowers.gr/index.php/Greek_V-3DAS_Training:_Set_up_your_Own_Agriculture_Business)

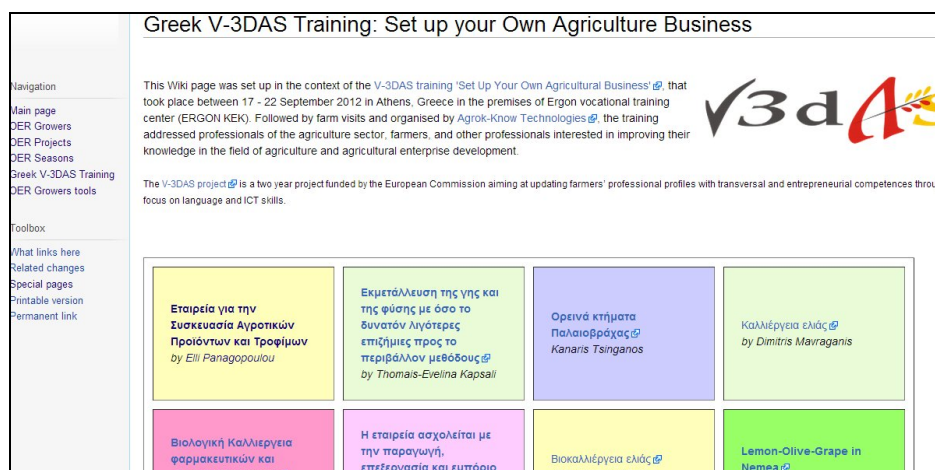


Figure 1: The V-3DAS Wiki page

If you already have an account on V-3DAS Wiki page, use the Log in button on the top right side of the screen to log in.

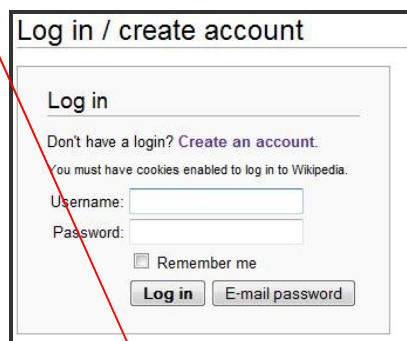
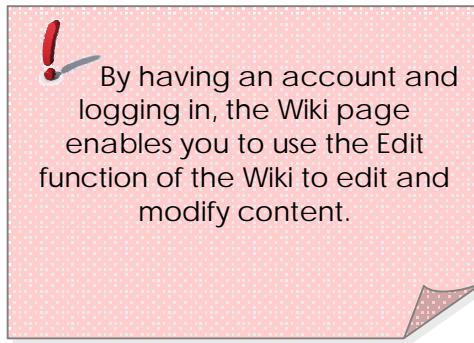


Figure 2: The Log in menu



## Navigation

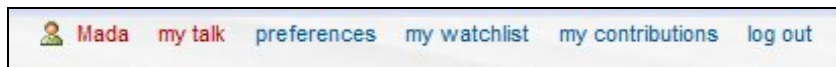
Any page on a MediaWiki includes three main navigation menus: the User Links on the top right corner, the Sidebar on the left of the page and the Tabs on top of the page.

### The User Links

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The User Links allow the logged-in user:

- to edit their user page & Wiki preferences
- to access their contributions to the Wiki
- to log out



**Figure 3: The User Links menu**

If you are an anonymous user (without an account on the Wiki) you have access to the login option and links to your IP address.

The next describes what each section of the User Links menu is used for.

No	Option	Description
1	„username“	user page where you can edit information about yourself
2	„my talk“	links to the discussions page where other users can leave messages
3	„preferences“	allows the modification of your site preferences: profile, skin, files, date and time, editing, recent changes, search and misc.
4	„my watchlist“	lists the pages you are „watching“. You can add a page to this list by clicking „watch“ in the Tabs menu
5	„my contributions“	lists your contributions to the Wiki page
6	„log out“	used to log out from the Wiki page

**Table 1: The description of the User links menu**

## The Tabs



**Figure 4: The Tabs menu**

The Tabs allow you to view and edit the current Wiki page. Depending on whether you are an anonymous user, a logged-in user or the administrator of the Wiki page, the tabs available here will vary.

Options available for anonymous users		
No	Option	Description
1	„page“	the actual content of the Wiki page
2	„discussion“	the „talk page“ where users can leave comments on the content of the Wiki page and communicate with other users. If the tab is red it means that no comments have been made
3	„view source“	shows the Wiki markup (the syntax and keywords used by the Wiki software to format a page)
4	„history“	Wiki page's previous revisions, including the date and time of each edit, the username or IP address of the user and a summary of the edit. If you want to revert the page to an older version, click on History, select the version you prefer, click on Edit and Save.
Extra option for logged-in users		
No	Option	Description
5	„edit“	the editing function of Wiki pages
6	„watch“	can keep track of the changes made to the Wiki pages you are interested in
Extra option for administrators (sysops)		
No	Option	Description
7	„protect“	prevents other users to Edit a specific page. On a protected page the „Edit“ button appears as „View source“
8	„delete“	the delete function of Wiki pages

**Table 2: The description of the Tabs menu**



Administrators can add or remove tabs, thus not all Wiki pages contain the same tabs.

## The Sidebar

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The Sidebar gives access to the actual content of the Wiki page as well as additional functions such as Search, Recent changes or Upload file. The Sidebar can be configured by the administrator of the Wiki.

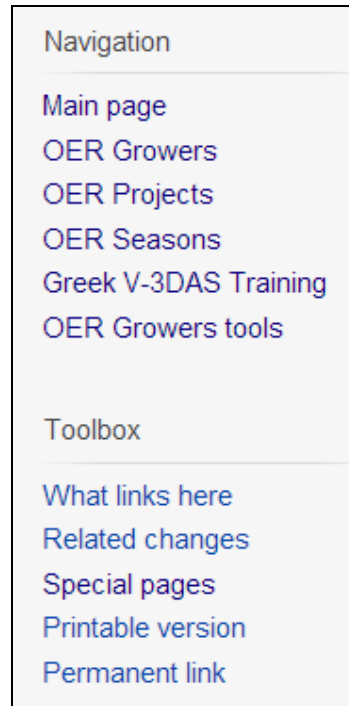


Figure 5: The Sidebar of the Wiki page

## *Editing Wiki pages*

Editing Wiki pages is easy. There are two basic „modes“ available on a Wiki page: the Reading mode and the Editing mode, generally available to logged-in users only. This section explores the Editing mode and its functions. In order to start editing a Wiki page, you must log in.

You can either create a new page on the Wiki and, or edit Wiki pages created by other users. Editing a Wiki is easy due to the functions of the Edit Toolbar that formats the text for you. If you are unfamiliar with Wiki editing and you would like to simplify your editing, make sure you enable the Rich Editor.

Depending on whether you choose to enable the Rich Editor or not, your Wiki page in the Editing mode will look like one of the figures below.



## Rich Editor Enabled

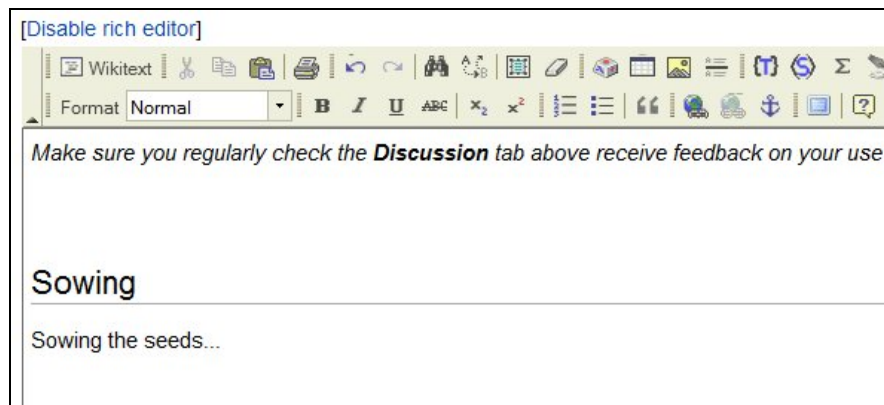


Figure 6: Rich editor enabled

## Rich Editor Disabled

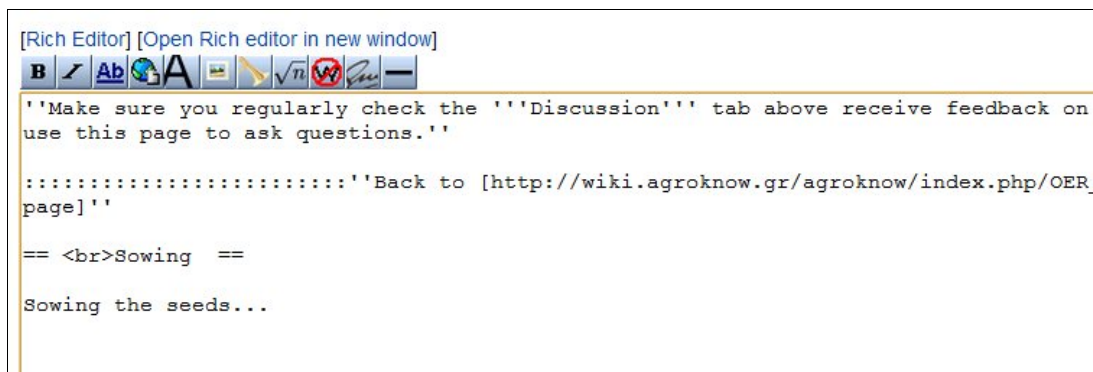


Figure 7: Rich editor disabled

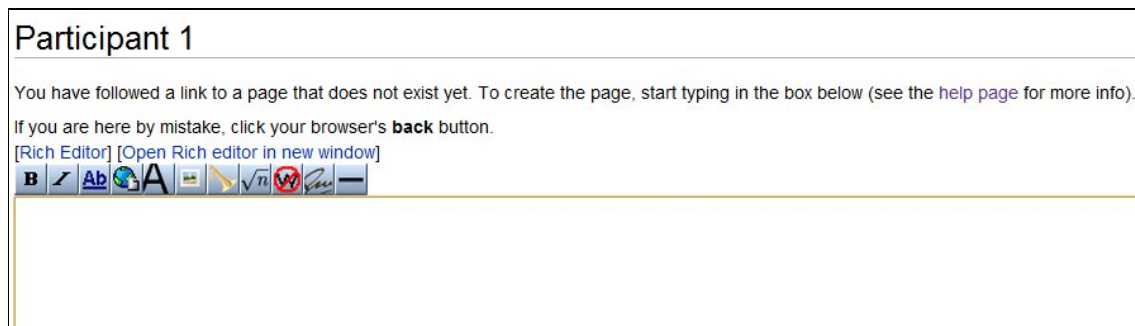
In order to start editing, go to

[http://wiki.oergrowers.gr/index.php/Greek\\_V-3DAS\\_Training: Set up your Own Agriculture Business](http://wiki.oergrowers.gr/index.php/Greek_V-3DAS_Training:_Set_up_your_Own_Agriculture_Business), click on the link with your name, then select ,edit this page'.



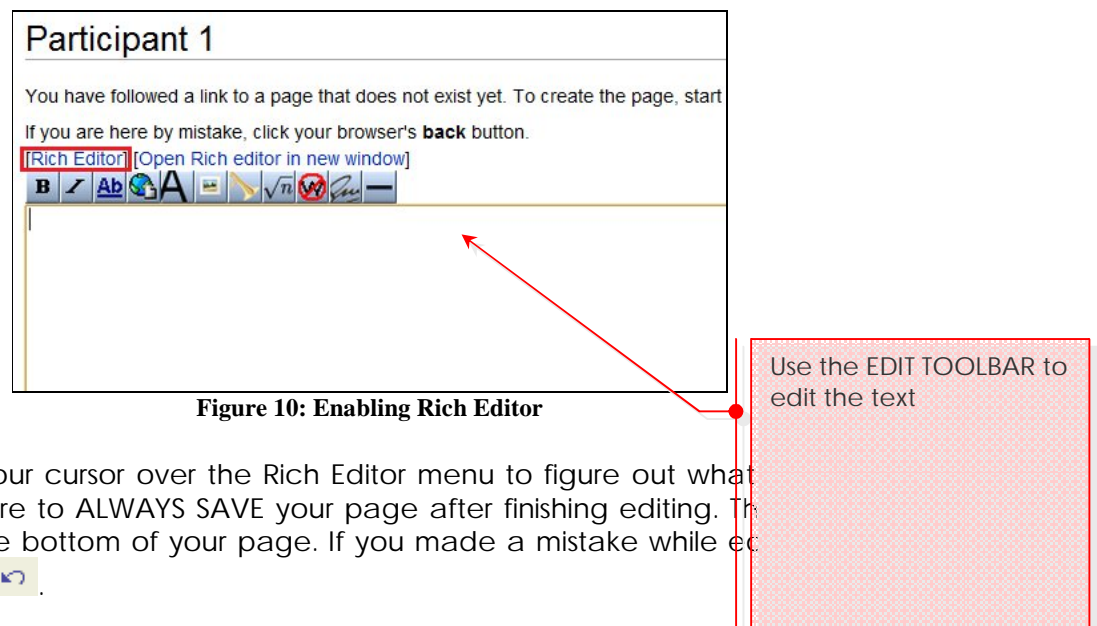
Figure 8: Editing an empty page

This will open a new page like in the figure below, where you can start typing.




**Figure 9: Start writing**

If unfamiliar with Wiki editing, enable the Rich Editor that will allow you to easily edit text.



### Figure 10: Enabling Rich Editor

Hoover with your cursor over the Rich Editor menu to figure out what does. Make sure to ALWAYS SAVE your page after finishing editing. The button is at the bottom of your page. If you made a mistake while editing, click the UNDO button .



**Figure 11: The Rich editor option**

Next time you come back to edit your Wiki page, you will need to click the Edit button in order to be able to start editing your text.



### Figure 12: The Edit function

## How to Organise Text on Your Wiki Page

In order to edit text on a Wiki page and organize paragraphs, you need to use some easy formatting. With the Rich Editor option all you need to do is select headings listed under Format.

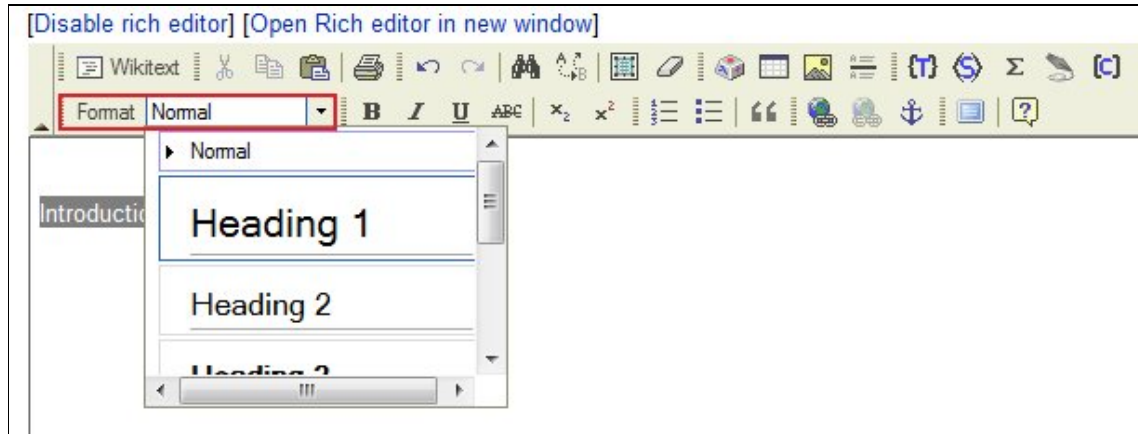



Figure 13: Formatting headings

If, however, you are not using the Rich Editor, formatting a Wiki page can be done by using the guidelines in the table below.

Function	In Editing mode	In Reading mode
Heading of different levels	=level 1= ==level 2== ===level 3=== ====level 4==== =====level 5===== =====level 6=====	Level 1 Level 2 Level 3 Level 4 Level 5 Level 6
 Introducing four (4) or more headings automatically creates a table of contents.		
Horizontal rule	----	<hr/>
Bullet list	* Wikis * blogs * social networking ** Twitter ** MySpace	<ul style="list-style-type: none"> <li>• Wikis</li> <li>• blogs</li> <li>• social networking               <ul style="list-style-type: none"> <li>◦ Twitter</li> <li>◦ MySpace</li> </ul> </li> </ul>
Numbered list	# dynamic content # metadata	<ol style="list-style-type: none"> <li>1. dynamic content</li> <li>2. metadata</li> <li>3. user participation</li> </ol>

Function	In Editing mode	In Reading mode
	# user participation ## freedom ## openness	1. freedom 2. openness
<b>Definition list</b>	;Mashup : definition 1 ;Folksonomy : definition 2-1 : definition 2-2	Mashup definition 1 Folksonomy definition 2-1 definition 2-2
<b>Definition list to indent text</b>	: Single indent :: Double indent :::: Multiple indent	Single indent Double indent Multiple indent

**Table 3: The description of text formatting options**



When start writing on a Wiki page remember not to leave empty spaces at the beginning of the line.



In order to start a new paragraph, leave an empty line. You can force a line break within a paragraph by adding <br> at the end of the line.

## Preview before Save

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After editing a page, make sure you Save you changes. The Save button is always located at the bottom of your page. Besides saving a page, there is also the option to Preview it. The Show Preview button will enable you to check how your article will look like once saved.

You can also select the Show changes option that you allow you to see the differences in your text before and after editing.

Please note that all contributions to OER Growers may be edited, altered, or removed by other contributors. If you then do not submit it here.

You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource **submit copyrighted work without permission!**

Summary:

☐ This is a minor edit ☐ Watch this page

[Save page](#) [Show preview](#) [Show changes](#) [Cancel](#) | [Editing help](#) (opens in new window)









Figure 14: The Preview and Save functions

## What is an Internal Link and How to Create One

Internal links are a very common feature of Wiki pages. Internal links represent a navigation element of a page to another page of the same web site or domain. Simply create Internal Links by selecting a word and putting it between double square brackets e.g. `[[Tomatoes]]`. A new page entitled 'Tomatoes' will be created that you can start editing with your own content.

**Participant 1**

[\[Rich Editor\]](#) [\[Open Rich editor in new window\]](#)

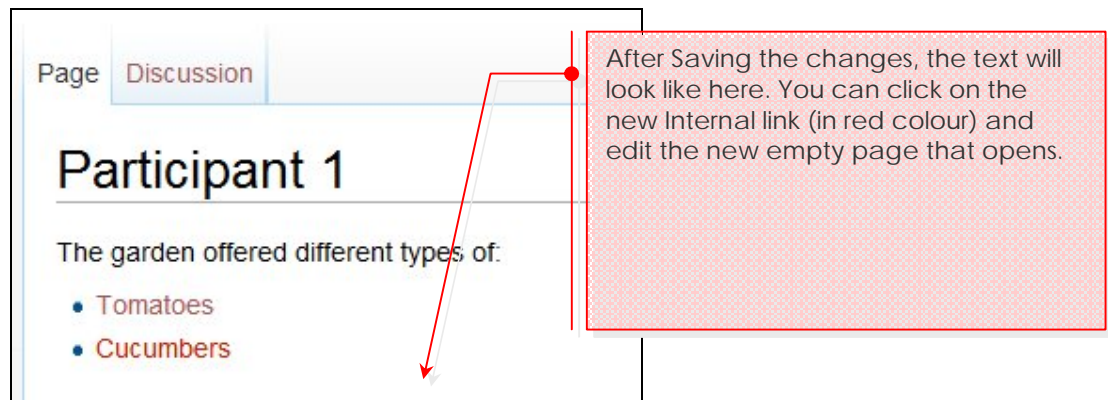
**B**  **Ab**       

The garden offered different types of:

- \* `[[Tomatoes]]`
- \* `[[Cucumbers]]`

In order to create a piece of text into an internal link, select the text and include it between double square brackets.

Figure 15: Creating Internal links



**Figure 16: An Internal link**



It is IMPORTANT to remember that if you CHANGE the title of an Internal link, the content hosted on that page will be lost. In order to get the content back, you can either click „Back“ in your browser or load a previous version of the page.

## What is an External Link and How to Create One

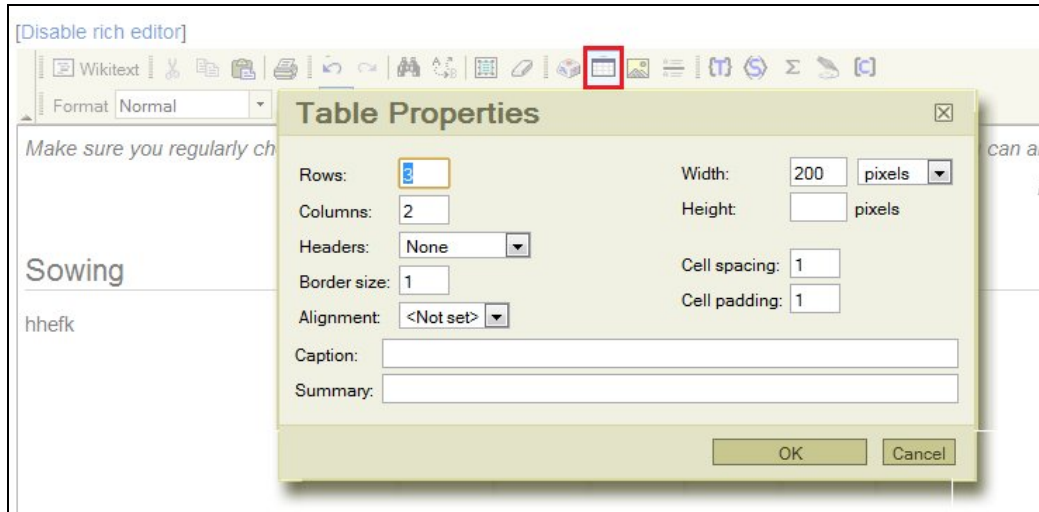
External Links help you link your Wiki page to other web pages. For instance, a user might want to write a text about tomatoes and add a link to a YouTube video about tomatoes, for example this one: <http://www.youtube.com/watch?v=KKDHAQngy0o>. There are various ways to create External links as illustrated in the table below.

Description	You type	You get
External link	<a href="http://www.youtube.com/watch?v=KKDHAQngy0o">http://www.youtube.com/watch?v=KKDHAQngy0o</a>	<a href="http://www.youtube.com/watch?v=KKDHAQngy0o">http://www.youtube.com/watch?v=KKDHAQngy0o</a>
External link with different label	[ <a href="http://www.youtube.com/watch?v=KKDHAQngy0o">http://www.youtube.com/watch?v=KKDHAQngy0o</a> Video about tomatoes]	<a href="http://www.youtube.com/watch?v=KKDHAQngy0o">Video about tomatoes</a>
Numbered external link	[ <a href="http://www.youtube.com/watch?v=KKDHAQngy0o">http://www.youtube.com/watch?v=KKDHAQngy0o</a> ]	[1]

**Table 4: Types of External Links**

## Creating a table

Creating tables is easier using the Rich editor. To insert a table, click on the button highlighted in the Figure below.



**Figure 17: Creating a Table in Rich Editor**

## Creating tables Without using Rich Editor

If you are not using the Rich editor, you will need symbols such as „{| “ and „|}“ to represent the start and the end of a table. Rows need to be separated by the characters „| -“. The elements of the same row can be included vertically and need to have the single mark „| “ in front.

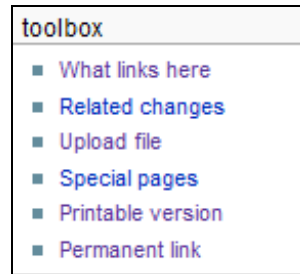
The following table shows the necessary editing on a Wiki page in order to create a simple table.

Editing mode	Reading mode
{	
Radio	Radio
Television	Television
-	
Magazine	Magazine
Newspaper	Newspaper
-	
E-mail	E-mail
Chat	Chat
}	

**Table 5: Editing a simple table**

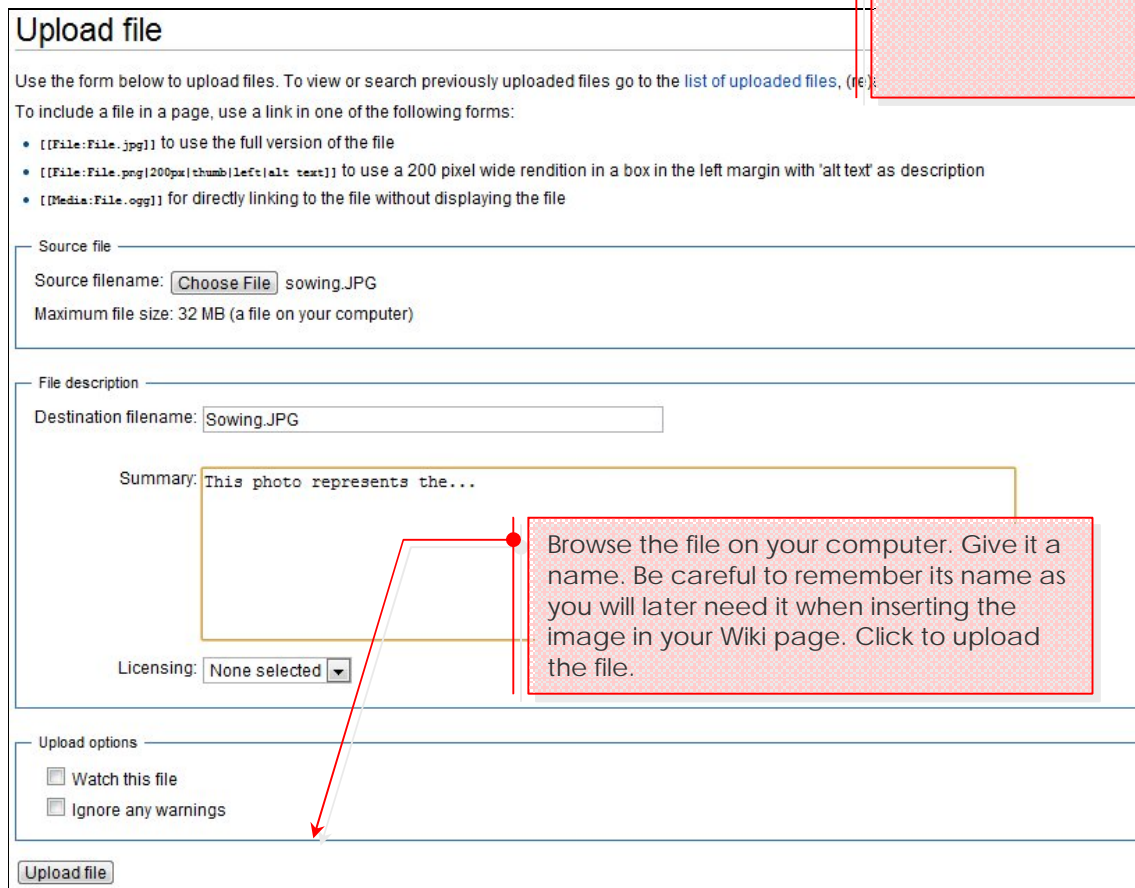
## Uploading images

Wiki pages can be enriched with the help of images. In order to insert an image from your computer to the Wiki page, you first need to upload the image on the Wiki page. Again, inserting images is easier when using the Rich editor.



**Figure 18: The Toolbox menu**

Click on the Upload file button of your toolbox menu



The image shows the 'Upload file' form with the following sections:

- Source file:** Includes a 'Choose File' button, the filename 'sowing.JPG', and a note 'Maximum file size: 32 MB (a file on your computer)'.
- File description:** Includes a 'Destination filename' field with 'Sowing.JPG', a 'Summary' text area with 'This photo represents the...', and a 'Licensing' dropdown menu set to 'None selected'.
- Upload options:** Includes checkboxes for 'Watch this file' and 'Ignore any warnings'.
- Buttons:** An 'Upload file' button at the bottom.

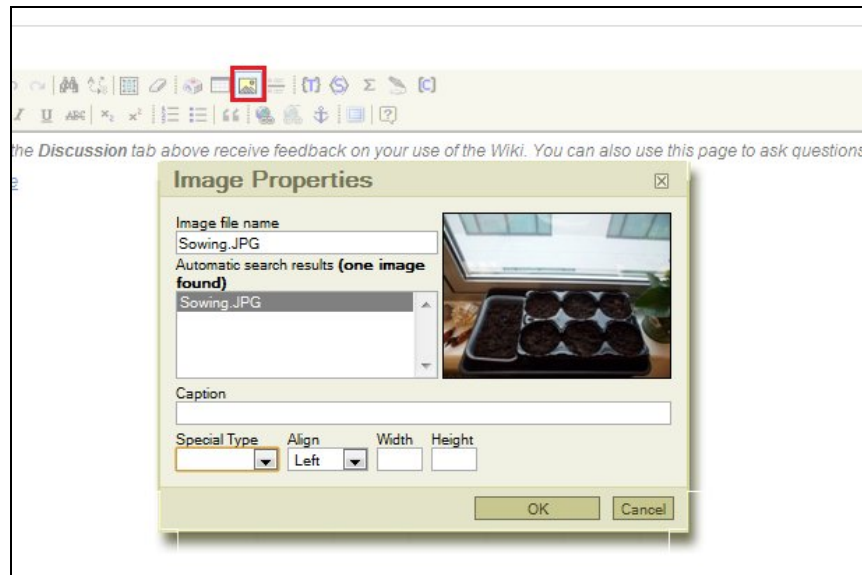
A red arrow points from the 'Upload file' button in the 'Upload options' section to a larger red box on the right.

Browse the file on your computer. Give it a name. Be careful to remember its name as you will later need it when inserting the image in your Wiki page. Click to upload the file.

**Figure 19: Uploading an image on the Wiki page**

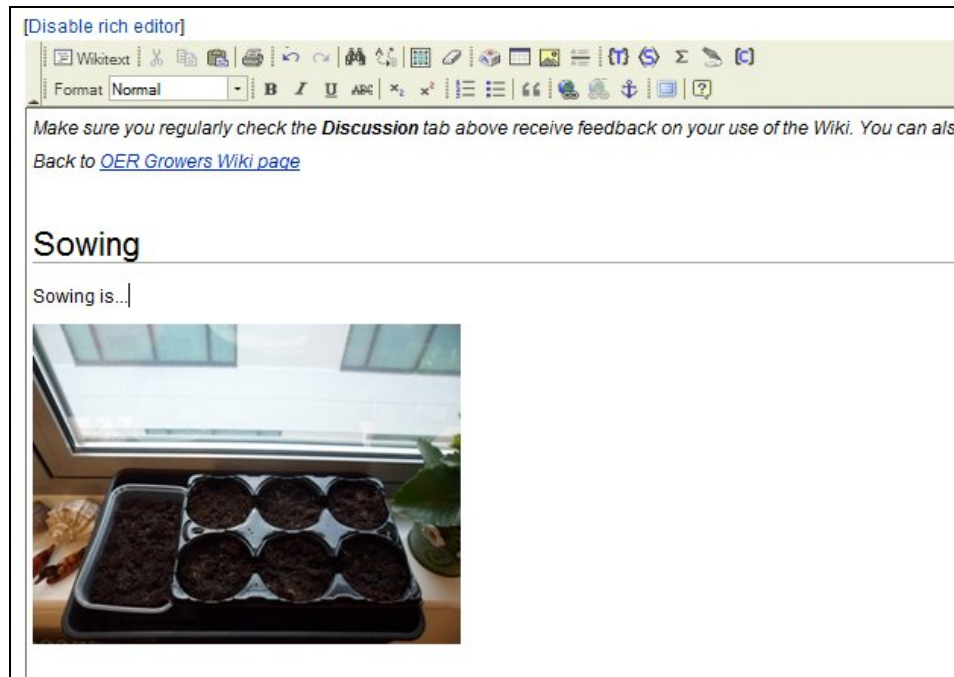
Then go to the Wiki page where you would like to insert the image, and click the Insert/ Edit image button. Type the name of the image and select other options according to your preferences, such as left/right alignment, adding a caption etc.





**Figure 20: Inserting an image on the Wiki page**

Once you click OK, the image will be displayed on your Wiki page, as illustrated below:



**Figure 21: The image displayed in Editing mode**

In order to further edit the image, right click on it and select Image properties. Make sure you Save your changes to the page when ready.